

Klamath Falls City Schools

Code: **GAB**
Adopted: 4/11/94
Readopted: 10/09/06
Orig. Code(s): 60102

Job Descriptions

Job descriptions serve:

1. To describe all essential functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation;
2. To describe attendance standards;
3. To help applicants determine the qualifications needed to fill a position;
4. To help district administrators determine which candidates to recommend for appointment; and
5. To assist administrators in the evaluation of the employee's performance of job responsibilities.

Job descriptions will include essential functions of the position. "Essential functions" as used in this policy means the fundamental job duties of the employment position. A job function may be considered essential for any of several reasons, including, but not limited to, the following:

1. The function may be essential because the reason the position exists is to perform the function;
2. The function may be essential because of the limited number of employees available among whom the performance of the job function can be distributed; or
3. The function may be highly specialized so that the individual is hired for his or her expertise or ability to perform the particular function.

Job descriptions will be developed under the supervision of the superintendent for each position in the district.

Job descriptions will be coded and retained in a document titled Job Descriptions for the district. The document will be available for inspection by any district employee or patron.

Job descriptions will be updated as determined necessary. Revised job descriptions will be approved by the superintendent and presented to the Board for a resolution rescinding those that have been repealed or amended and accepting the new ones.

END OF POLICY

Legal Reference(s):

[ORS 342.850 \(2\)\(b\)\(A\)](#)

[OAR 581-022-1720](#)

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).

Cross Reference(s):

ACA - Americans with Disabilities Act